

Delaware Department of Labor, Office of Contractor Registration Information Fact Sheet

Starting July 1, 2021, Delaware State law requires businesses who perform “Construction Services” to be registered with the Delaware Department of Labor’s, Office of Contractor Registration to work in the State.

“Construction Services” includes, without limitation all building or work on the following: buildings, structures, and improvements of all types such as bridges, dams, plants, highways, parkways, streets, tunnels, sewers, mains, power lines, pumping stations, heaving generators, railways, airports, terminals, docks, piers, wharves, buoys, jetties, breakwaters, levees, canals, dredging, shoring, rehabilitation and reactivation of plants, scaffolding, drilling, blasting, excavating, clearing and landscaping and tree cutting.

The Contractor Registration Process:

1. If your business performs any of the above construction services, you will be able to create an account and register through the Delaware One Stop. If you already have an account on the Delaware One Stop great! Your account on the One Stop will allow you to add, delete, alter or make other changes. The One Stop can be found at:
<https://onestop.delaware.gov>

PLEASE ENSURE YOU ARE USING THE CORRECT EMAIL FOR YOUR ONESTOP ACCOUNT.

2. Please go to the following link: <https://labor.delaware.gov/divisions/industrial-affairs/labor-law/contractor-registration-act/> to download and print a copy of the Departments paper registration form. Or to request a copy of the paper registration form please provide your address and email to: Contractor.registry@delaware.gov
3. The yearly fees are: \$200.00 if you perform Private Construction
 \$300.00 if you perform Public Construction
 \$500.00 if you perform Public and Private Construction
4. After 2 years of successful registration with no violations of labor laws and associated laws. A business may choose to register for 2 years at the following fees:

 \$300 if you perform Private Construction
 \$500 if you perform Public Construction
 \$800 if you perform Public and Private Construction

Please have the following items ready the for the registration process:

- 1. FIEN/ State ID or full social security number(s) for Limited Liability Corporations.**
- 2. NAICS Code**
- 3. Full business name, address, telephone facsimile and email address**
- 4. Name Business Type (i.e. Corporation, Limited Liability Corporation, etc.)**
- 5. Out of State Business must provide full contact information for custodian of records
Delaware registered agent.**
- 6. Contact information for each person with financial interest in business**
- 7. Delaware Business License**
- 8. Workers Compensation Policy coverage for Delaware and Policy number**
- 9. Delaware Unemployment Insurance SUI number**
- 10. Safety Plan Complaint with OSHA or evidence you are creating a compliant plan.**
- 11. List Labor Law violations in last six (6) years**
- 12. Valid Credit Card for Payment (online) or check for paper registration form**

Delaware Office of Worker's Compensation

Delaware law, with limited exceptions, requires all employers to secure workers' compensation insurance to cover all their full-time, part-time, seasonal or occasional employees prior to hiring and working in the State.

If you have any questions on these requirements, please contact the Department's Office of Worker's Compensation at 302-761-8200.

Delaware Office of Unemployment Insurance

State and Federal Law requires employers to provide unemployment insurance coverage for their workers if they meet certain criteria. To find out if your business needs to register with the Office of Unemployment Insurance call 302-761-6576 for New Castle County or 800-794-3232 for Kent/ Sussex Counties.

Delaware Office of Safety & Health (OSHA Consultation)

Delaware State law requires those who perform construction services, and have one (1) or more employees, must have a Safety Plan that is complaint with OSHA. If you do not have a plan, please contact 302-761-8200 to speak with the Office of Safety & Health.